

Aurora College Coordinator checklist

Secondary partner schools in 2026



Please note:

The information presented in this checklist should be read in conjunction with the following **key documents**:

- Enrolment principles
- Common timetabling principles 2026
- Common timetable template for 2026 / Alternate timetable template for 2026
- Common timetable template for 2026 – requirements
- Science practicals at Aurora
- Aurora College Coordinator role statement
- Student technology guidelines.

These documents and other support materials are available on the partner school information page of the Aurora College website (<https://aurora.schools.nsw.gov.au/partner-schools/resources-for-partner-schools.html>).

I have:	Recommended date	Date completed
<ul style="list-style-type: none">• reviewed the key documents listed above.	7 November 2025	
<ul style="list-style-type: none">• checked that the school timetable team is aware that I am entitled to an allocation (funded by Aurora College) to undertake the role of Aurora College Coordinator at our school. See <i>Aurora College Coordinator statement of duties</i> for details.	7 November 2025	
<ul style="list-style-type: none">• introduced myself to the science teacher(s) at my school who will be provided with an allocation (funded by Aurora College) to deliver the science practical program to our co-enrolments. See <i>Science practical program</i> for details.	7 November 2025	
<ul style="list-style-type: none">• obtained from the school timetable team the names of all students co-enrolled with Aurora College and a list of the subjects that they will be studying.	7 November 2025	
<ul style="list-style-type: none">• introduced myself to any current Aurora College co-enrolments at my school and have explained my role to them.	14 November 2025	
<ul style="list-style-type: none">• obtained from the school timetable team a copy of the integrated timetable of each co-enrolled student, showing clearly when each student is attending Aurora College lessons and lessons at our school. Please note: Student timetables should have been constructed to ensure that co-enrolments in:<ul style="list-style-type: none">○ Years 7 to 10 are timetabled to attend all Aurora lessons in English, Mathematics and Science; have one timetabled science practical period per fortnight per Stage; are able to attend all partner school lessons (excluding English, Mathematics and Science); have the allocated recess and lunch breaks at our school.○ Years 11 and 12 are timetabled to attend all their Aurora lessons; are able to attend all partner school lessons; and have the allocated recess and lunch breaks at our school.	28 November 2025	

Please note: Stage 6 students studying Biology, Earth and Environmental Science, Physics or Chemistry with Aurora must also have one 50-minute practical lesson allocated per subject per fortnight.		
<ul style="list-style-type: none"> checked that the school timetable team has 'roomed' our co-enrolments in a suitable area of the school where each student is able to connect to Aurora's virtual learning environment on a Department computer, connected to the network via Ethernet cable. See <i>Student technology guidelines</i> for details. 	28 November 2025	
<ul style="list-style-type: none"> liaised with the school's IT Coordinator to ensure that the Aurora College workspace has been set-up as per the <i>Student technology guidelines</i>. 	28 November 2025	
<ul style="list-style-type: none"> checked that the school timetable team has 'roomed' science practical periods for each Stage in a laboratory. 	28 November 2025	
<ul style="list-style-type: none"> checked that the Principal has forwarded copies of the integrated timetable of each co-enrolled student as an attachment in an email to timetables@aurora.nsw.edu.au. 	28 November 2025	
<ul style="list-style-type: none"> received my unique Constellation logon and password from AuroraCollegeITSupport@det.nsw.edu.au and have successfully logged-on to the system. 	28 November 2025	
<ul style="list-style-type: none"> distributed student equipment issued by Aurora College (including a webcam and headset) to each student. 	31 January 2026 (Eastern Division) 7 February 2026 (Western Division)	
<ul style="list-style-type: none"> introduced myself to new co-enrolments and explained my role to them. I have ensured that new and current Aurora College students: <ul style="list-style-type: none"> understand their timetable are familiar with their Aurora College workspace are able to connect their webcam and headset are able to logon to their Aurora College virtual classrooms. 	2 February 2026 (Eastern Division) 9 February 2026 (Western Division)	
<ul style="list-style-type: none"> ensured that students successfully logon to their first Aurora College lesson in their virtual classroom. 	2 February 2026 (Eastern Division) 9 February 2026 (Western Division)	
<ul style="list-style-type: none"> submitted an Attendance Plan for each student through Constellation. 	16 February 2026	

Please note: Ongoing duties throughout 2026 are listed in Aurora College Coordinator statement of duties.

For further information, please contact:

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